

## Permit Submittal Requirements

Submittal requirements can vary depending upon the complexity of your project. Project specific informational handouts are available in the lobby of City Hall. With the exception of roofing, siding and window replacement permits, a site plan drawn to a 1:20 scale showing the location of your proposed project in relation to property lines, roadways, other buildings, lakes, wetlands and the like, must be submitted along with two (2) sets of complete construction plans.

For most residential projects, the homeowner can prepare their own site plan and construction plans.

On occasion, when the scope of a project exceeds the prescriptive requirements set forth in the building code, a design prepared and stamped by a licensed structural engineer may be required.

## Where Can I Apply For A Permit?

Some permits, such as residential roofing, siding, window replacement, plumbing and mechanical permits can be issued within a day or two. Other residential permits may take up to two (2) weeks to process.

Applications for permits should be submitted well in advance of your scheduled start date to ensure that your permit will be ready when you are. This is especially true during the summer construction season.

## What Will My Permit Cost?

Generally, permit costs are determined by the estimated cost of the project being proposed. In the interest of consistency, project costs are determined based upon a square-footage valuation as established by the State of Minnesota.

Roofing, re-siding and window replacement permits are the exception. For these residential permits, regardless of estimated cost, the permit fee is \$39.00 plus a \$1.00 State surcharge.

A fee schedule is available for your review at City Hall.

## General Information

# PERMITS



## Building Department

**704 Broadway  
Alexandria, MN 56308  
(320) 763-6678**

## Building Inspection Department

The City of Alexandria helps to ensure construction of safe buildings, as well as protect community character, through zoning laws and building code regulations. The City Building Department administers these regulations through permits and inspections.

When you build something in the City limits of Alexandria, within the orderly annexation area or the 2-mile code administration area, a building permit will likely be required.



### When Do I Need a Permit?

With some exception, a building permit is required whenever an individual intends to **construct, enlarge, alter, repair, move, demolish or change the use or occupancy** of a building or structure.

A separate plumbing and/or mechanical permit is required for the installation, alteration, repair and replacement of mechanical systems, plumbing systems and other equipment.

If you are located within the 2-mile code administration area, outside of the City limits and the City's proposed annexation area, a land use permit may be required from the County, in addition to the City building permit.

## Work Not Requiring a Permit

*Exemptions from permit requirements of the building code do not authorize work to be done in any manner in violation of the code or any other laws or ordinances of this jurisdiction.*

Permits **are not** required for the following:  
*(Although this list contains the most common exemptions, additional exemptions can be found in the text of the Minnesota State Building Code).*

- Detached accessory structures less than 200 square-feet in size
- Fences not over 6-feet in height
- Retaining walls not over 4-feet in height
- Sidewalks and driveways that are not part of an "accessible route"
- Agricultural buildings as defined in MN Statutes 16B.60 subd. 5
- Decks and platforms not over 30-inches above adjacent grade AND not attached to a structure with frost footings AND not part of an "accessible route"
- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work

**A permit is required for all electrical work.  
This permit must be obtained from the State  
Electrical Inspector, Wally Kath at (320) 239-4020.**

Routine maintenance of plumbing and mechanical systems does not require a permit.

## What's the Purpose of the Building Code?

The purpose of the Minnesota State Building Code is to provide **minimum standards** to safeguard life and limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all structures.

Prior to permit issuance, the construction plan for your project is reviewed for conformance with the minimum standards of the Minnesota State Building Code. When deficiencies are identified, they are brought to the applicants attention and it becomes the applicants responsibility to revise and resubmit the plans accordingly. *It is always easier and much more cost effective to resolve code deficiencies during the "planning stage" rather than once the project is under construction.*



### Where Can I Apply For A Permit?

**Alexandria City Hall  
704 Broadway  
Alexandria, MN 56308**

**Telephone: (320) 763-6678  
Fax: (320) 763-3511**